



Guidelines to Online Mode of Summative Assessment under the Extraordinary Situation

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1. Overview

The Faculty of Business Studies offers two internal undergraduate degree programmes: Bachelor of Business Management Honours (in Marketing Management, Business Economics, Human Resource Management, or Accountancy and Finance) and Bachelor of Business Management Honours in Project Management. These honours degree programmes are for four academic years, operating on a semester-based system, with two semesters per academic year. In each semester, students' performance in a module, the attainment of the intended learning outcomes, is robustly assessed based on both formative and summative assessments. Formative assessment or assessment for learning consists of a range of formal and informal assessment procedures conducted by academic staff during the learning process to modify teaching and learning activities to improve student attainment. The goal of a formative assessment is to monitor student learning to provide ongoing feedback that can help students identify their strengths and weaknesses and target areas that need work. It also helps faculty recognize where students are struggling and address problems immediately. On the other hand, the summative assessment is the semester-end examination that helps to monitor educational outcomes, which is traditionally conducted as an on-site paper-based handwritten examination in a supervised environment. With these settings, the faculty was successful in producing its graduates on time. However, the intense spread of COVID-19 precluded conducting the on-site semester-end examination. Having paid sedulous attention to quality assurance, well-thought-out guidelines for conducting semester-end examinations via online mode, an alternative to on-site paper-based written examinations, are drawn up in compliance with Commission Circular No 11/2020.

2. Purpose

The prolonged Corona-19 pandemic situation made many difficulties to conduct physical teaching and learning activities in universities. As an alternate, most of the universities in Sri Lanka effectively conduct online mode of lectures and in-course assessments of the degree programmes. This allows undergraduates to complete lectures in the online mode for

several semesters without facing the end semester examination. This continuous teaching, without conducting the end semester examination, causes pressure and mental stress on the undergraduates. By considering this, the faculty strongly felt the need to conduct end semester examinations to expedite the degree programmes as well as to reduce the workload of teaching and learning. The only interim solution to the present situation for the faculty is to go for the online mode of evaluation while preserving the quality and the examination procedures of the University of Vavuniya, Sri Lanka. Therefore, an online exam method is proposed to provide equal weightage and importance as specified in the routine summative written exam, for all levels of students, and to maintain the integrity of the university examination system.

While avoiding the delay in completing the degree and to ensure timely performance feedback and the progression of the undergraduates, the following objectives will be met: It

- ensures quality assurance and the attainment of the intended learning outcomes of each course.
- collect data about the availability of the necessary ICT infrastructure and the environment for students, to provide a suitable examination method.
- provides equal accessibility to students.
- implements an online proctoring system to protect against academic fraud (and students will be divided into smaller groups for monitoring purposes).
- has sufficient technical infrastructure and operating systems to conduct the online examination.
- has well-trained technical support staff and sufficient training for the management/supervision of the examination will be provided as and when necessary.
- provides adequate guidance for students as to the examination and academic integrity will be made available.
- holds an special exam when a student cannot complete the examination for justifiable reasons.

3. Inclusion-privilege

Exam papers will be prepared by the setter and moderated by the moderator. The questions should cover all the contents of the existing module and should be aligned with the Intended Learning Outcomes (ILOs) of the module. The weightage of both formative and summative assessments, the structure as well as the number of the question papers will be changed for the online exam.

All changes to the examination criteria will be informed to each student well in advance. The student has the utmost discretion to decide whether to take part in an online semester-end examination. The students who have opted for the online semester-end examination must sign a declaration of agreement and, hereinafter, they are bound by the regulations and policy guidelines below. Students who are unwilling to take part in the proposed alternative

online semester-end examination will be allowed to take the next available on-site semester-end examination without any academic penalty.

4. Weightage of the assessments

The weightage of both formative and summative assessments will be changed for the suggested online mode of examination, in compliance with Commission Circular No 11/2020. The suggested weightage of the formative assessment for theoretical course units and practical course units may increase from 30 percent to 40 percent and 40 percent to 50 percent respectively. The weightage of the summative assessment may be reduced from 70 percent to 60 percent and 60 percent to 50 percent respectively.

5. Duration of the summative assessment

The duration of the semester-end examination will be changed. A 3-credit theory module exam will be one and a half hours instead of three hours, and a 2-credit theory module exam will be one hour instead of two hours. Similarly, a 3-credit practical module exam will be one and a half hours and a 2-credit practical module/unit exam will be one hour instead of two hours.

6. Structure of the online mode of summative assessment methods

It has proposed several options as a solution to conduct the online exam for a module. These options provide equal accessibility to students. To choose a suitable option, faculty should prepare a questionnaire to collect data about the availability of the necessary infrastructure and the environment for students. The data will be used by the departments to make decisions on whether examinations should be conducted either supervised, unsupervised, or a combination of both settings. There are four options:

- Option 1: Unsupervised, computer-based examination
- Option 2: Unsupervised, computer-based, and paper-based handwritten examination
- Option 3: Supervised, computer-based, and paper-based handwritten examination
- Option 4: Unsupervised, paper-based hand-written, and supervised, comprehensive oral examination
- Option 5: Unsupervised, paper-based hand-written examination
- Option 6: Supervised, paper-based hand-written examination

Each of these options is detailed below.

6.1 Option 1: Unsupervised, computer-based examination.

- Why this option? This is for a large number of students (> 150 numbers). If some students do not have access to laptops or desktop computers, but only smart

phones, then the interaction space and screen size are limited. So, asking students to type descriptive answers will create a disparity among students. So, this option would be chosen to provide an interaction mechanism to use MCQ/ drag and drop/ matching/ short answers for questions in the Learning Management System (LMS).

- Theory/ Practical: This option is proposed for both theory and/ or practical modules/units.
- Open book / closed book: This is an open book examination. So, the students will be allowed to access their class notes, the materials distributed to the students, textbooks and other resources while answering the questions.
- This exam consists of: Multiple-choice, fill in the blanks, matching, and short-answer questions. This part should be answered directly via LMS, and students should attempt it in one attempt. The techniques of randomizing questions, shuffling questions as well as option ordering may be used to minimize the chances of cheating. The allocation of time will be one and a half an hour for the 3-credit and one hour for the 2-credit modules.
- Supervised and/ unsupervised: This exam will be conducted in an unsupervised
- The minimum requirement for ICT resources: a smart phone with an uninterrupted Internet connection.
- Exam time: The entire exam can be conducted in one slot in either the morning or evening. This exam requires continuous network connectivity for a maximum of two and a half hours, so a weekend is preferable.

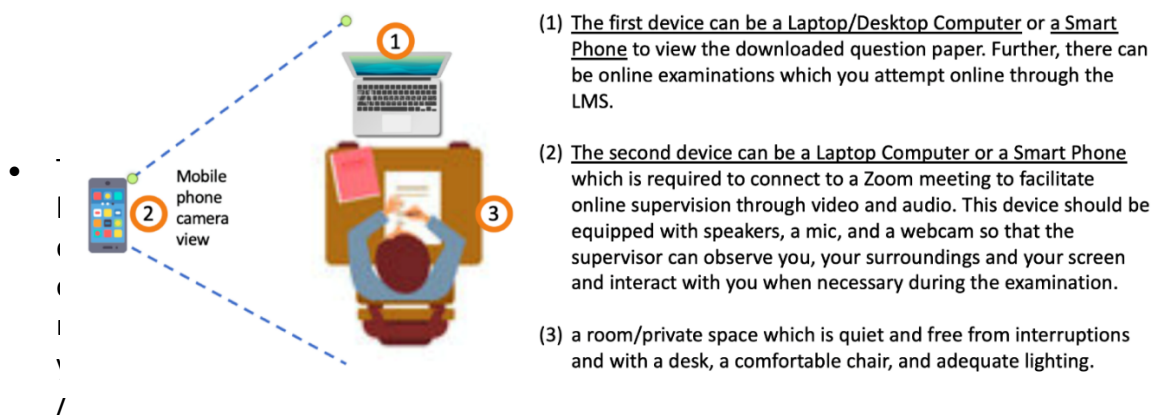
6.2 Option 2: Unsupervised, computer-based, and paper-based handwritten examination.

- Why this option: This is for a medium number of students (< 150 numbers). If some students do not have access to laptop or desktop computers, then asking students to type descriptive answers will create a disparity among students. So, this option would be chosen to provide an interaction mechanism to use computer-based MCQ/ drag and drop/ matching for questions in the Learning Management System, as well as the paper-based handwritten examination.
- Theory/ Practical: This option is proposed for theory modules/units.
- Open book / closed book: This is an open book examination. So, the students will be allowed to access their class notes, the materials distributed to the students, textbooks and other resources while answering the questions.
- This exam consists of two mandatory parts:
 - Part I: It consists of multiple-choice, fill in the blanks, and matching questions. This part should be answered directly via LMS. This part should be answered directly via LMS, and students should attempt it in one attempt. The techniques of randomizing questions, shuffling questions as well as option ordering may be used to minimize the chances of cheating. The allocation of time will be 30 minutes or one hour for 3-credit and 30 minutes for 2-credit modules.
 - Part II: This part is compulsory and consists of an essay type, discussion, or short answer type. This is a paper-based handwritten examination. The allocation of time will be 30 minutes or one hour for 3-credit and 30 minutes for 2-credit modules.

- Supervised and/ unsupervised: This exam will be conducted in an unsupervised
- The minimum requirement for ICT resources: a smart phone with an uninterrupted Internet connection.
- Exam time: To minimize the continuous network connectivity, the two exam parts will be conducted in the morning and evening on the same day.

6.3 Option 3: Supervised, computer-based, and paper-based handwritten examination

- Why this option: This option is suitable for a small number of students (< 60 numbers) who have at least two devices, including a smart phone, laptop, desktop computer, or tab with a camera to monitor the students' activities. In this supervised online examination, the students will be divided into small groups. A group will consist of a maximum of 20 students. Students will be supervised (monitor) through a video conference system (Zoom) during the whole examination. Students are asked to keep their webcam on throughout the examination, and an exam invigilator will observe students' activities remotely, called online proctoring. Therefore, as an online candidate, the student should be able to have an environment that is shown in Figure 1.



Practical: This option is suitable for the theory module.

- Open book / closed book: This is a closed book examination.
- This exam consists of two mandatory parts:
 - Part I: It may consist of multiple-choice, fill in the blanks, and matching questions. This part should be answered directly via LMS, and students should attempt it in one attempt. The techniques of randomizing questions, shuffling questions as well as option ordering may be used to minimize the chances of cheating. The allocation of time will be 30 minutes or one hour for 3-credit and 30 minutes for 2-credit modules.
 - Part II: This part is compulsory and consists of essay type/discussion questions. This is a paper-based handwritten examination. The allocation of time will be 30 minutes or one hour for 3-credit and 30 minutes for 2-credit modules.
- Supervised and/ unsupervised: This exam will be conducted in a supervised
- The minimum requirement for ICT resources: Two devices with a webcam or camera and an uninterrupted Internet connection.

- Exam time: The entire exam can be conducted in one slot in either the morning or evening. This exam requires continuous network connectivity for a maximum of two and a half hours, so a weekend is preferable.

6.4 Option 4: Unsupervised, hand-written, and supervised, comprehensive oral examination

- Why this option? This option is for a medium number of students (< 120 numbers). If some students only have one device, then this option provides equal accessibility for students to handwrite their first part of the examination, in an unsupervised manner. Students will then use their device to take a photo of their answer script to be sent to the exam invigilators via online. The second part of the exam is an oral exam that will be conducted in a supervised manner. The students will be divided into small groups and a set of randomized questions will be asked through a video conference system (Zoom). For this oral examination, students are asked to keep their webcam on throughout the examination.
- Open book / closed book: This is an open book examination. So, the students will be allowed to access their class notes, the materials distributed to the students, textbooks and other resources while answering the questions.
- Theory/ Practical: This option is proposed for a theory module/ unit.
- This exam consists of two mandatory parts:
 - Part I: This part is compulsory and consists of essay type, discussion, or short answer questions. This is a paper-based handwritten examination. The allocation of time will be one hour for 3-credit and 30 minutes for 2-credit modules.
 - Part II: This part is a compulsory comprehensive oral exam. The allocation of time will be 30 minutes for both 3-credit and 2-credit module/units.
- Supervised and/ unsupervised: This exam will be conducted in a supervised and unsupervised environment.
- The minimum requirement for ICT resources: A smart phone with a camera and an active network connection.
- Exam time: To minimize the continuous network connectivity, the two exam parts will be conducted in morning and evening on the same day.

6.5 Option 5: Unsupervised, hand-written examination

- Why this option? This option is for a medium number of students (< 150 numbers). If some students only have one device, then this option provides equal accessibility for students to handwrite their entire examination, in an unsupervised manner. Students will then use their device to take a photo of their answer script to be sent to the exam invigilators via online.
- Open book / closed book: This is an open book examination. So, the students will be allowed to access their class notes, the materials distributed to the students, textbooks and other resources while answering the questions.
- Theory/ Practical: This option is proposed for a theory module/ unit.
- This exam consists of: essay type/discussion questions. This is a paper-based handwritten examination. The allocation of time will be one and a half an hour for 3-credit and one hour for 2-credit modules.

- Supervised and/ unsupervised: This exam will be conducted in an unsupervised.
- The minimum requirement for ICT resources: a smart phone with an uninterrupted Internet connection.
- Exam time: The entire exam can be conducted in one slot in either the morning or evening. This exam requires continuous network connectivity for a maximum of two hours, so a weekend is preferable.

6.6 Option 6: Supervised, hand-written examination

- Why this option: This option is suitable for a medium number of students (< 120 numbers) who have at least two devices, including a smart phone, laptop, desktop computer, or tab with a camera to monitor the students' activities. In this supervised online examination, the students will be divided into small groups. A group will consist of a maximum of 10 students. Students will be supervised (monitor) through a video conference system (Zoom) during the whole examination. Students are asked to keep their webcam on throughout the examination, and an exam invigilator will observe students' activities remotely, called online proctoring. Therefore, as an online candidate, the student should be able to have an environment that is shown in Figure 1, above.
- Theory/ Practical: This option is suitable for the theory module.
- Open book / closed book: This is a closed book examination.
- This exam consists of: essay type/discussion questions. This is a paper-based handwritten examination. The allocation of time will be one and a half an hour for 3-credit and one hour for 2-credit modules.
- Supervised and/ unsupervised: This exam will be conducted in a supervised.
- The minimum requirement for ICT resources: Two devices with a webcam or camera and an uninterrupted Internet connection.
- Exam time: The entire exam can be conducted in one slot in either the morning or evening. This exam requires continuous network connectivity for a maximum of two hours, so a weekend is preferable.

7. Conducting the examination

This section details the information related to scheduling the examination, procedures before, during, and submission of the examination.

7.1 Exam schedule

The exam schedule of a module will be informed to the candidates individually by the Dean Office 14 working days before the exam via the faculty website. A new webpage titled "Online Exam at FBS" will be created to display the examination timetable, examination guidelines, and students' contact information seeking form. Candidates will be requested to update their contact details on the Faculty's Online Exam web page before attempting the online examination. So, the candidate's updated email will be used for providing updated information related to the online examination.

7.2 Before the Examination

- Students should log into LMS and wait in the waiting room of Zoom for at least 30 minutes before starting the examination. They should wait for the supervisor/invigilators to admit the students in Zoom.
- Students' attendance shall be taken via ZOOM. The candidate must show their university identity card to the camera and a screenshot will be taken as proof of their attendance.
- Examination Admission Card will be marked by the supervisors/ invigilators. Zoom meeting usage report will be used to consider students attendance for the examination admission card verification process. For this, students are requested to give their index number as their username when they connect ZOOM.
- The supervisors/ invigilators will instruct the exam start time and end time. The World Clock time, accessible via <https://www.timeanddate.com/worldclock/> will be used to synchronize the time on all devices.
- The question paper will be available on LMS one hour before the examination. Students should download the question paper well in advance before commencing the examination and store it on a laptop, desktop, tab, or smartphone.
- The password to open the question paper will be sent 5 minutes before the start of the examination via LMS, email, or Zoom chat.
- In the comprehensive oral examination, candidates must attend simultaneously and everyone is admitted one by one to the face-to-face virtual viva room individually based on the pre-informed timetable.

7.3 During the examination

7.3.1 In the computer-based examination

- All the questions will be displayed in the LMS environment where students should choose the correct options or type the short answers into the textbox. The question will appear automatically, in sequence order, when the student clicks on the next question in the LMS environment. The answers will be submitted automatically when the timer expires.

7.3.2 In the paper-based handwritten examination

- In the handwritten type of examination, the answer script needs to be handwritten on A4 sheets with a black and/or blue pen and the handwriting should be legible.
- Students should write the index number, the name of the examination, the module code, the module name, page number, total number of pages, question number, and the number of questions answered. All pages should be paginated and signed.
- In the supervised examination, students should stop writing the examination when the supervisor asks them to do so. Clear instructions will be notified to the candidates verbally and via Zoom chat.
- In the unsupervised examination, a gentle reminder will be sent 15 minutes before the end of the examination via LMS, email, or Zoom chat. Students should stop writing by themselves at the exam ending time.
- Once the exam is over, the candidate should start the answer script submission procedure.

7.3.3 In the comprehensive oral examination

- The candidate can be permitted to note down the questions while the questions are displayed by the invigilators in the Zoom share screen environment.
- A particular amount of time can be given to take a note of important points and deliver the answers orally while he/she faces the question/s in the virtual viva room.
- The time to be spent on the preparation of each question should be counted within the allotted duration of the question.
- If the candidate does not completely utilize the time allotted to answer the question/s fully, he/she can go to the next question and may be permitted to make use of the remaining time (allotted for the initial question/s) and complete the answer to the question/s in the latter part of the oral examination.

7.4 Answer Scripts Submission procedure

7.4.1 In the computer-based examination

- The computer-based examination conducted in the LMS will be automatically saved the answers by the LMS tool.
- Additionally, students are required to get an image, or a screen shot of the completion page of the LMS to supervisor/invigilators in an official email that was already distributed to students.
- When taking images, students are required to use the "Timestamp Camera" app. The images should be clear and have sufficient resolution. Importantly, the scanned images should consist of the date, time, and GPS Location ID. File name should be with students <Index number>-< Course Code>.
- An additional 15 minutes will be provided to students to send this image file, in the "jpg" format via email.
- Supervisor/ invigilators shall acknowledge the receipt and confirm the receiving of the file to the candidate.

7.4.2 In the paper-based handwritten examination

- Students should submit the answer script via LMS/ and or an official email that was already distributed to students. An additional 30 minutes will be provided for uploading the answer scripts to supervisor/invigilators.
- Students should write their index number, page number, and total number of pages on all pages of the answer script.
- Students are required to take photos of each page of the answer script with the "Timestamp Camera" app. Importantly, the scanned images should consist of the date, time, and GPS Location ID.
- All the pages should be scanned to create a single PDF document using the "Document Scanner" app on their mobile phone.
- The PDF version of the answer script should be named with <Index number>-< Course Code> and then uploaded onto the LMS, and or sent via email to supervisors and invigilators.
- Supervisor/ invigilators shall acknowledge the receipt and confirm the number of pages of the attached file to the candidate. The candidates should stay online until the supervisor asks them to leave.

- Students are requested to keep their hardcopy version of their answer scripts with them and are advised to submit them to the Dean Office once they physically come to the faculty.

8. Helpdesk

A helpdesk with the number of technical staff who will be in operation from one hour early for each online examination. The contact details will be given to students. So, the students can contact the supervisor/invigilators/person on the helpdesk.

9. Evaluation

All the answer scripts of the exams will be taken in digital format. The computer-based examination will be automatically recorded in the LMS. The handwritten examination will be taken in the format of a PDF file. And the comprehensive oral examination will be recorded using ZOOM. These digital versions of the answer script should be handed over to the Dean's office with the official endorsement for the evaluation process. These digital versions of the answer scripts will be collected electronically by the first examiner of the module at the place assigned by the Faculty Office via LMS, department email, or a cloud storage drive under the supervision of the Head of the Department.

The formal evaluation panel, which consists of approved first and second examiners, will conduct the evaluation of the answer script electronically. This evaluation will be done separately based on the marking scheme prepared by the setter and checked by the moderator. The final marks will be calculated as an average of the evaluations of the first and second examiners.

10. Integrity and fairness of the examination

- It's strictly expected that the candidates should work independently and produce the answers genuinely. When answering the unsupervised examination, students are required to answer individually and answer from independent locations.
- The supervisors/ invigilators/ examiners will examine the GPS Location ID of each student to determine whether each student sat for the examinations from independent places.
- If two or more students are found to have the exact or very close location identities, it will be considered as a severe violation of examination by-laws and appropriate disciplinary actions will be taken by the university.
- Therefore, if several students stay at a single place, for example, a boarding place or any social interaction place, they should inform the Dean at least 1 week before the examination starts. The Dean of the Faculty and the university administration will make the necessary arrangements to conduct the exams for them at an alternative place.
- On the last page of the answer script, the candidate must make a declaration statement to certify that the answers are written by his / her own effort and there are no immoral affairs involved. The format of the affidavit will be sent in English and the candidates must write it and sign underneath.

- If a student has technical problems on the middle of the exam, the student need to inform his / or her issue to the IT Help Desk or the supervisor or invigilator. He/she may inform the necessary actions to be taken to resolve the issue to finish the exam and submit the answer script online. However, if the issue is not solved with the help of IT Help Desk, the IT Help Disk technical person will provide a receipt of the issue by copping it to the supervisor, the invigilator, and the Dean of the faculty. The student can use the receipt as evidence to write a formal request letter to Dean of the Faculty of Business Studies to have a special examination.
- If a student submit his /her digital version of the paper based hand written answer script after the end of the 30 minutes duration given, the student will be considered as absent for the examination. However, if the student has a valid reason for submitting late, including technical reasons thar is not solved by the IT Help Desk, the student should inform it to the supervisor or the invigilator within one hour of the exam end time, and submit necessary evidence with justifications. After analyzing the reasons and evidence given, the supervisor may consider whether to accept the late submission.
- If a student misses the exam for a valid reason, not has an Internet connection on the exam day, or having a technical issue that are not solved by the help disk, the student will be entitled to a special examination with in a one month period. For that, the student needs to make a formal request with necessary evidence with justifications to the Dean of the Faculty of Business Studies. After analyzing the formal request, the Dean may consider to allow for the special examination.